#

# APPENDIX 10 Letter 4 – Model Stage 1 Acknowledgement and Meeting Invitation Letter

[Name]

[Address]

[Date]

Dear

**Grievance Procedure – Stage 1 Interview**

I refer to the grievance you have submitted and would like to arrange to meet with you on [date, time venue].

The purpose of the meeting is to explore the reasons for your grievance more fully and to gather any relevant documentation you have in respect of your areas of concern. You have the right to be accompanied at the meeting by a work colleague or trade union representative. I will then interview other relevant parties.

You will be given the opportunity to fully explain your grievance at this meeting. You will be questioned and your answers will be formally recorded in writing, which you will be required to verify as a true record of the interview.

Once I have spoken with all relevant parties, I will provide the commissioning manager a report with my findings and recommendations.

Through out the course of the grievance procedure it is expected that all parties will maintain strict confidentiality and only discuss the case with those directly involved or their work colleague or trade union representative.

I would like to emphasise that, in accordance with the School’s Grievance Procedure, this matter will be dealt with in a fair and expedient manner. Should you have any queries or concerns, please do not hesitate to contact me.

Yours sincerely

Hearing Officer

**Name and Designation**

**Copy to:** Manager / Headteacher

 HR